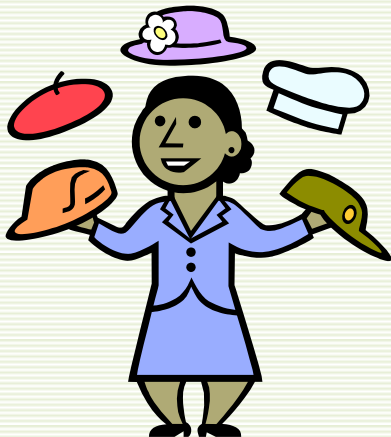*Quick Reference Guide:*

Spring Career and Technical Education

This guide explains how to identify the 15-16 CTE Concentrators and enter the Area of Concentration.

Topics included in this Quick Reference Guide include:

- *Identifying CTE Concentrators*
- *Entering Area of Concentration*
- *Entering Single Parent information*

Useful Reference

- [Appendix M: Area of Concentration](#)

The Spring Career and Technical Education (CTE) Collection identifies those students in grade 12 who have completed (or will complete) at least 3 credits, 6 semesters, or more of CTE coursework in any program combination. This data is collected as part of a district's Carl Perkins grant requirement.

CTE credits may have been earned at another high school. It may be necessary to review transcripts for prior coursework.

Before beginning this process, consider the following:

1. **Which students do I need to enter data for?**
   - Students are identified as CTE Concentrators in the spring of their senior year. Students must be in grade 12 and have completed (or will complete) at least 3 credits, 6 semesters, or more of CTE coursework in any program combination. *page 2*
2. **Is Career Path required?**
   - No. Career Path is not required for the 15-16 year. *page 3*
3. **What does Student is a Single Parent mean?**
   - Student is a Single Parent should only be checked if the student has a child or shares parenting of a child. *page 3*
4. **Can I upload the data or does it have to be hand entered?**
   - Districts may upload their Spring CTE data or enter it by hand. *page 4*

Spring CTE Collection

DIRECT ENTRY

Click **All Calendars** at top of page
on green banner.

Select **Year** 15-16 and a High
School.

Click the **Search** tab. *Select
Student* from the pull-down
menu. Click ***Advanced Search***.

Choose Grade **12** from the
Student Search.

Click ***Search***.

Select the student from the
Search Results list that
appears to the left.

Click the **Enrollments** tab.

Open the grade 12
enrollment record by
clicking on the **Edit Notepad**
icon.

All 12th grade students enrolled in the 15-16 school year that meet the requirements for a CTE Concentrator should have data entered, ***even if they are no longer actively enrolled (including Early Graduates)***.

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*Spring CTE
Collection*

Scroll down to the **CTE Concentrator** section.

Open the section by clicking on the plus (+) sign.

If the student meets the criteria for a *CTE Concentrator*, check the box.

A student's *Area of Concentration* is the program in which the identifiable majority of CTE classes are taken.

- If there is *no way to determine a clear majority*, only then should the "60: Blend" option be used.

The student's **Career Path** is **not required** for the 2015-16 year.

If the student has a child or shares parenting of a child, check the **Student is Single Parent** box.

Click *Save*. Repeat for all CTE Concentrators.

The *Area of Concentration* reflects the courses the student is or has completed in high school, not necessarily the field or career path they intend to pursue after high school.

Note: Career Path is **not** a required field for the 15-16 year.

FILE UPLOAD

Extract the *CTE Spring Collection* file from your Student Information System.

From the **Index**, select **MT State Reporting**/*MT Data Upload*.

From the **Import Type**, select *Career and Technical Education*. From **Work to Perform**, select *Validate and Test File*. Browse for your file and click ***Upload***.

Check the *Import Results Summary* for errors. Make all necessary corrections.

Return to the **MT Data Upload** and change the **Work to Perform** to *Load Partial File*.

Click ***Upload***.

A CTE Spring Collection file can also be created using **MT Extracts**.

From the **Index**, select **MT State Reporting**/*MT Extracts*.

Choose *Career and Technical Education* from the **Extract Type** and *CSV* from **Format**.

Select the High School(s) and click ***Generate Extract***.

Spring CTE Collection

Delete the first two rows (rows 1 and 2). Sort the spreadsheet if desired.

Enter a "Y" in the CTE Concentrator field for all CTE Concentrators. If the student is a single parent, enter a "Y" in column L. Enter the student's Area of Concentration (column M).

Delete the first 2 rows (containing the 4 column headings). Format columns B and C, District and School code, to four digits (highlight column, right click, Format Cells, Custom – in the Type field, enter 000# and click OK). Format column M, Area of Concentration, to two digits (highlight column, right click, Format Cells, Custom – in the Type field, enter 0# and click OK). Delete the header row. Save the file as a Text (Tab delimited) (*.txt) file.

Open the file using Notepad or WordPad. Place the cursor at the beginning of the first data row and click enter. Return your cursor to the blank line and enter the header row (HD *tab* Date (format mm/dd/yyyy) *tab* Time (format 00:00:00) *tab* MT9.1).

Click **Save.** Follow the upload instructions on page 4.

Spring CTE Collection

Another way to create a file for uploading CTE information is to use the **CTE Career and Technical Education Template** which is available on the OPI AIM Webpage.

Save the template to a location of your choice, then open the template.

Home » Reports&Data » AIM » Achievement in Montana (AIM)

Welcome to ...
AIM Reference Guides
AIM File Upload Templates
AIM Data Dictionary
AIM Trainings
AIM Technical References
AIM Policy References
AIM Additional Resources
▼ AIM MAILING LIST

AIM File Upload Templates

Average Daily Attendance Template
CTE Career and Technical Education Template
Fall Attendance Template
FRAM Import Template
LEP Template
Program Participation Template
Spring Attendance Template
Student Demographic Template
Student Enrollment Template
Test Window Attendance Template
Winter Attendance Template

Enter the data and follow the instructions on page 5 to format/save the file.

Upload the file using the instructions from page 4.

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16	Field 17
Record Type (CT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	CTE Concentrator	Filler	Filler	Student Single Parent	Area of Concentration	Filler	Date Contacted	Post Graduation Status	Year

DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file.

RE-SYNC DATA

Set the **Year** to *15-16*.

From the **Index**, expand **System Administration** and **Data Utilities**. Select *Resync State Data*.

Check the box for **Enrollment (**other fields will automatically check).

Click **Send Resync**.

Spring CTE Collection

Appendix M:

Area Of Concentration

CODE	NAME	DEFINITION
01	Agriculture	The majority of the CTE credits were earned in the study of Agriculture.
07	Business	The majority of the CTE credits were earned in the study of Business.
20	Family and Consumer Sciences	The majority of the CTE credits were earned in the study of Family and Consumer Sciences.
17	Health Sciences	The majority of the CTE credits were earned in the study of Health Sciences.
08	Marketing	The majority of the CTE credits were earned in the study of Marketing.
21	Technology Educ/Industrial Arts	The majority of the CTE credits were earned in the study of Technology Educational/Industrial Arts.
40	Trade and Industrial	The majority of the CTE credits were earned in the study of Trade and Industry.
60	Blend	CTE credits were earned in a blend of the other CTE concentrations **– used only when a clear majority is not present in any other field.**
	ALL AREA OF CONCENTRATION CODES REQUIRE ZERO PADDING	

For further assistance, contact the AIM Help Desk at opiaimhelp@mt.gov or 1-888-424-6681.

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